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| Job Title | Finance Assistant |
| Reports to | Head of Finance |
| Embassy Team | Finance |
| Location | Dar es Salaam, Tanzania |
| N° Reporting Staff | None |
| Job Profile | <p>Under the direction of the Head of Finance, the Finance Assistant will provide support to the Embassy team in the day to day administration of the Missions accounts in relation to both operating expenses and management of funds. S/he will also liaise with programme advisers, providing support in the analysis of programme budgets and financial reports.</p> <p>The Embassy expects that all staff are sensitive to gender issues and demonstrate an active commitment to human rights by facilitating open dialogue during engagement with stakeholders at all levels.</p> |

| Key Performance Areas | KPA detail | Competency Requirements (must relate to the KPA requirements) | % time |
|---------------------------------------|--|---|---------------|
| 1. Budgets and Risk Management | <ul style="list-style-type: none"> Assist with monitoring programme and administration expenditure against budgets Preparation of postings into the Sun System, with appropriate supporting documentation Contributing to the preparation of administration budgets | <ul style="list-style-type: none"> Delivery of results, ensuring high quality, with accurate monitoring and reporting. Knowledge of budgeting and controls, and the basics of risk management | 10% |
| 2. Financial Management | <ul style="list-style-type: none"> Day to day operation of the SUN Financial Management System, including processing transactions (receipts, payments, petty cash, journals) Set up and amend account and analysis codes on SUN system as necessary. Process payroll payments and post payroll payments to SUN systems Review transactions (payment requests, invoices, etc) for appropriateness and resolve queries with relevant stakeholders. Maintain and post petty cash vouchers. | <ul style="list-style-type: none"> Upholds the highest standards of honesty, ethics and integrity Delivery of results, ensuring high quality Communications skills, ensuring information is provided clearly, concisely and confidently when | 70% |



| Key Performance Areas | KPA detail | Competency Requirements (must relate to the KPA requirements) | % time |
|--|--|---|--------|
| | <ul style="list-style-type: none"> Prepare bank reconciliation statements Prepare Consular financial reconciliations Check, maintain and update staff travel imprests Support the Head of Finance in the maintenance of the accounting records and the safe and confidential storage of all Embassy financial records and reports | <ul style="list-style-type: none"> writing. Is able to work in multi-disciplinary and multi-cultural teams Knowledge of general accounting and bookkeeping Self-management of daily/weekly and monthly activities within laid down procedures | |
| 3. Payroll & Statutory Taxes | <ul style="list-style-type: none"> Prepare statutory payroll returns for submission to Revenue, in accordance with specified deadlines Prepare monthly VAT returns and monitor refund. | | |
| 4. Reporting | <ul style="list-style-type: none"> Analyse financial data, preparing reports and communicating financial information Assisting the Head of Finance in the preparation of the Monthly Management Accounts Assisting the Head of Finance in the preparation of the annual Financial Statements and preparation for the annual audit Responding to queries from Auditors and the Irish C&AG for additional information / supporting documentation Support implementation of internal and external audit recommendations | | |
| 5. Administration and Advisory Support | <ul style="list-style-type: none"> Provide routine technical advice on financial issues (as per the Finance Manual) and systems and systems improvements to administration and programme staff Maintain and update the inventory register Liaise with the bank on the status of bank accounts Liaise with the System and Operations Manager on the status of service providers' contracts. Provide support to Head of Finance in compiling information and documentation for any finance query Responding to requests for information from HQ Finance in a timely manner | <ul style="list-style-type: none"> Has a clear understanding of own roles, objectives and targets and how they fit into the work of the unit and Department Flexibility and ability to adapt change | 10% |
| 6. Contribution to Whole of Embassy Strategic | <ul style="list-style-type: none"> Assist in preparation relevant information and records to Strategic Planning and review processes Collect information related to the financial indicators in the Embassy's performance measurement | <ul style="list-style-type: none"> Has expertise in his/her field that is recognised and utilised by | 5% |



| Key Performance Areas | KPA detail | Competency Requirements (must relate to the KPA requirements) | % time |
|--------------------------------|--|---|--------|
| Planning and Implementation | <ul style="list-style-type: none"> framework Support the maintenance of a repository of information, statistics and trends | <ul style="list-style-type: none"> colleagues Analytical and conceptual thinking. | |
| 7. Communications and teamwork | <ul style="list-style-type: none"> Communicate financial requirements to all relevant stakeholders as required, ensuring that the material is user friendly Participate in staff meetings and undertake delegated roles and responsibilities Report to line management as required Participate constructively in performance review processes Carry out any additional responsibilities that may be assigned by line management from time to time Ensure compliance with financial procedures and appropriate accounting standards Support Head of Finance in ensuring the risk of fraud is minimised | <ul style="list-style-type: none"> Interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times. Open and constructive discussions around work issues Ability to communicate routine financial information to non-financial staff <p>Cultural, gender, religion, race, nationality and age sensitivity and adaptability.</p> | 5% |

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| Qualifications and Skills Requirements | <p>Essential:</p> <ul style="list-style-type: none"> The candidate <u>must</u> have a Degree in Accounting, finance or business, Postgraduate Degree in Accounting, finance or business or pursuing CPA/ACCA. The candidate <u>must</u> have a minimum of three years of relevant experience; The candidate <u>must</u> demonstrate experience (through examples) of financial analysis and budget management; The candidate <u>must</u> have proven record showing a very high degree of integrity and trust; The candidate <u>must</u> demonstrate using work based examples of providing excellent interpersonal skills, being persuasive, working in a team but also dealing effectively with people in external organisations; The candidate <u>must</u> provide evidence of flexibility, efficiency and effectiveness showing strong organizational skills, attention to detail, | |
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| | <p>an ability to work under pressure and to manage multiple tasks;</p> <ul style="list-style-type: none"> • The candidate <u>must</u> provide examples of being solutions-oriented, and committed to delivering results, including by adapting approaches if necessary; • The candidate <u>must</u> be fluent in English; • The candidate <u>must</u> demonstrate using examples, their working knowledge of Microsoft Office Suite (Outlook, Word, Excel); including setting up complex linked spread sheets & using formulae to monitor Budget vs Actual spend; • Commitment to study or already started study of professional certification in Accounting (ACCA, CIMA or CPA) <p>Desirable:</p> <ul style="list-style-type: none"> • Experience with SUN System and the Q&A Reporting module will be an added advantage; • Experience in payroll; • Previous experience in a diplomatic mission is desirable, but not essential. | |
| <p>Terms and Conditions</p> | <ul style="list-style-type: none"> • Working hours: full time, or 38 hours per week. Occasional late working or attendance at work-related events outside of working hours is required. • Performance Management: The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish civil service. Staff members agree, with their manager, goals, key tasks and targets aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions. The incumbent agrees his/her profile with his/her line manager. This post requires the following performance compliance annually <ul style="list-style-type: none"> ○ On time delivery of reports to agreed standards and formats into DFAT monthly, quarterly and annual accounting cycles as agreed with the Head of Finance. ○ Consistent compliance with defined and established accounting and financial procedures | |



POSITION: Finance Assistant
Embassy of Ireland, Dar es Salaam
EMPLOYMENT APPLICATION FORM

INSTRUCTIONS:

1. Please read the job description carefully to ensure you meet the criteria required
2. Please provide only the information most relevant to the role; skills; and experience listed in the job description/job advertisement
3. Applications which do not meet the minimum requirements cannot be considered
4. Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

Personal & Contact Information:

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| Name: | Address: |
| Email: | |
| Phone: | |
| Nationality: | |
| Are you currently eligible to work in Tanzania? | |
| Any other relevant personal or contact information | |

Academic Qualifications and Relevant Training:

| Year of Award | Name of Professional Awarding Body University / College | Main Subject Areas or specialisation | Qualification awarded (including level of qualification) |
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| <p>Please provide details of other relevant or academic training, if you feel relevant:</p> | | | |

Skills: Language:

Please insert yes or tick the most relevant box for each language as appropriate

| Language / Fluency | Fluent / Mother tongue | Excellent Command | Moderate | Elementary |
|------------------------|------------------------|-------------------|----------|------------|
| English | | | | |
| Other, please specify: | | | | |

Skills - IT:

| Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and 0 = No expertise</i> | | | |
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| MS Word | | SUN System | |
| MS Excel | | Other – please include below: | |
| MS PowerPoint | | | |
| MS Outlook | | | |
| Financial management systems (Other relevant, please specify) | | | |

Career History:

Starting with your current details, please provide brief particulars of relevant employment or experience, referencing the key responsibilities as detailed in the job description/advertisement. Please indicate the level to which you reported and the number of staff you were responsible for.

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| Employer Name & Address / Project | | |
| Date | From | To |
| Position Held / Title | | |
| Reporting line (who you reported to) and number of direct reports | | |
| Reason for leaving this position | | |
| Nature of your work / Description of main responsibilities | | |

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| Nature of your work / Description of main responsibilities | | |

Major Achievements suitability for the role:

Please focus on 1-2 specific examples from past experience to outline your suitability for this role with regard to the below headings. Please focus on your own specific actions when describing previous experiences. In each example you may wish to focus on describing the situation, the task needed, your actions and the final result.

1. Analysis and Decision Making (i.e Budgets and Risk Management) [Maximum of 250 words]

2. Specialist Knowledge, Expertise and Self Development (ie. Financial Management) [Maximum of 250 words]

3. Delivery of Results (i.e. Reporting) [Maximum of 250 words]

4. Team work and interpersonal communications [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation and summarise why you believe you have the necessary qualifications, skills and experience for this position. **[Maximum of 300 words]**

References:

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers. Note: your current employer will not be contacted without first confirming with you that it is possible to do so.

| Name and position | Relationship | Email address | Contact Number |
|-------------------|--------------|---------------|----------------|
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Any Other Relevant Information or Comments:

Please provide any **additional** information which you feel may be **relevant** to your application [**Maximum 250 words**]

Confirmation:

I have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. I confirm that my application form is true and complete to the best of my knowledge without any material omissions.

Name:

Date:

Instructions to submit your application:

1. Save your completed form as: **FAMILYNAME_FIRSTNAME_POSITION NAME**
2. Send the completed application form by e-mail only to embassydarjobs@dfa.ie with the heading **“Finance Assistant”**
3. Further information on the post is available on the Embassy’s website: <https://www.dfa.ie/irish-embassy/tanzania/>

All personal information received will be kept in line with GDPR guidelines.